

Registration

Request an application by contacting the Access to Justice Program by phone at (573)751-4377 or by email at phyllis_launius@osca.state.mo.us. **Registration must be received by 4/30/04.**

Refunds

Fees are non-refundable and non-transferable. The Office of State Courts Administrator reserves the right to cancel classes due to low enrollment. Refunds are issued in this event.

Orientation Details

Taught in English by Federally certified court interpreters, participants strengthen and practice techniques for courtroom interpreting. This generic workshop is open to any English-other language combination.

WHEN: Class meets Saturday and Sunday, June 12 and 13, 2004 from 8:00 am to 5:00 pm each day.

WHERE: St. Louis Community College—Forest Park, 5600 Oakland Avenue, St. Louis, Missouri 63110
(Map and parking permit will be sent to accepted candidates with enrollment confirmation.)

COST: Fees for registration and materials are \$125 *plus* \$14 for criminal history background check for residents of Missouri and the adjacent counties in the surrounding states. All travel expenses (meals and lodging) are the candidate's responsibility.

Written Test Details

WHEN: Test instructions begin promptly at 9:30 am on November 20, 2004. Four hours will be allowed for the test.

WHERE: Jefferson City, Missouri (Map and directions will be sent upon confirmation.)

COST: No charge. All travel expenses (meals and lodging) are the responsibility of candidate.

REGISTRATION: Sign up between June 13 and October 15.

Oral Test Details

WHEN: May 14 and 15, 2005.
Candidate selects a one hour block of time to take the test on either date.

WHERE: Same as written test.

COST: \$150 for residents of Missouri and the adjacent counties in the surrounding states. All travel expenses (meals and lodging) are the candidate's responsibility.

REGISTRATION: Sign up and submit payment by March 25, 2005.

Certification of Foreign Language Interpreters Serving in Missouri's Courts

Removing language barriers for the non-English speaking population



Brought to you by a collaboration of



Office of State Courts Administrator

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What Do Court Interpreters Do?

Court interpreters interpret (translate orally) for people who come before the courts who cannot communicate effectively in English, such as defendants and witnesses in criminal courts as well as litigants and witnesses in family and civil courts.

The interpreter's duty is (1) to ensure that the proceedings in English reflect precisely what was said by a non-English-speaking person and (2) to place the non-English-speaking person on an equal footing with those who understand English.

The job of the interpreter is to interpret everything that is said, preserving the tone and level of the original language, adding and deleting nothing. In other words, they do not summarize, edit, omit or give advice.

A bilingual individual is not necessarily qualified to interpret in court. Court interpreting requires additional knowledge and skills.

What Skills Do I Need?

Interpreting requires a native-like mastery of both English and a second language, as well as the ability to perform several mental processes while at the same time vocalizing the message. This process includes:

1. Listens
2. Understands
3. Summarizes the message from the words and word order
4. Retains ideas
5. Understands the intent of the message
6. Recreates the exact message in the other language
7. *While* speaking and listening for the next phrase of language to process

Other important skills are the ability to develop a good working knowledge of court procedures, excellent customer service skills for both internal and external customers, excellent oral and written communication skills, the ability to work effectively with judges, administrators and court staff, and the ability to understand the interpreters' Code of Ethics as they relate to a particular assignment.

How Do I Become Certified?

As a member of the National Center for State Courts Consortium for State Court Interpreter Certification, the Office of State Courts Administrator has implemented an interpreter certification program to ensure that qualified interpreters assist the courts. There are three phases in Missouri's Court Interpreter Certification Program. Certification is granted to candidates who complete all three phases and pass each part of the oral exam with scores of 70 percent or higher.

Phase I (pre-requisite to Phases II & III): Orientation is a 2-day workshop covering ethics, court protocol, skills building, and vocabulary.

Phase II (pre-requisite to Phase III): The **written exam** covers knowledge of the English language, court-related terms, ethics, and a translation section. Candidates may register to take the written test while attending the orientation, but the test is given at a later date. Candidates must pass each part with 70% or greater.

Phase III: The final phase is the **oral proficiency test**. The test evaluates:

- sight interpreting
- consecutive interpreting, and
- simultaneous interpreting.